

State of Connecticut
JOB POSTING

**DEPARTMENT OF MOTOR VEHICLES
CAREER OPPORTUNITY
OFFICE ASSISTANT (CONFIDENTIAL)
DIVISION OF HUMAN RESOURCES**

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open to: The Public and State Employees
Location: Wethersfield Office
Schedule: Monday - Friday (Full-Time, 40 hours)
Hourly: Office Assistant \$18.47 - \$24.23
Closing Date: December 23, 2013

ELIGIBILITY REQUIREMENT: Candidates must be on the current certification list promulgated by the Department of Administrative Services for the job classification of Office Assistant. State employees currently holding the above title may apply for a lateral transfer. State employees who have held prior permanent status in the classification may also apply. Reemployment/SEBAC Candidates will be given first priority.

POSITION RESPONSIBILITIES: This position is a critical position assigned to the DMV Human Resources Office and will be responsible for performing the following duties; receiving, advising and guiding employees or candidates at the entrance of the Human Resources unit; processing personnel transactions, scheduling interviews and meeting with candidates to go over needed paperwork; logging applications into an HR database; answering the main phone line for Human Resources; receiving organizing and forwarding mail received in the unit; entering payroll, on occasion if needed; copying and scanning documents. The successful candidate must possess superior customer services skills, strong abilities in working with modern technology systems, professional oral / written communication skills and the ability to work independently. This individual must be self-motivated, dependable, detail oriented and exercise excellent working relationships with co-workers and work units throughout the agency, while keeping information confidential. Ability to lead, problem solve and handle a high volume workload, in a fast paced environment, is desired.

MINIMUM EXPERIENCE AND TRAINING REQUIREMENTS: This position requires good judgement and a high attention to detail to ensure accuracy. Computer experience required. Knowledge of the CORE-CT system including the development of EPM reports and Microsoft Office experience welcomed. **Candidates must be on the current DAS certified list for Office Assistant or be current state employees who are classified as Office Assistant , or have obtained permanent status as an Office Assistant.** Candidates with Human Resources experience, PeopleSoft, or State of Connecticut CORE experience and abilities are preferred.

Application Instructions: Complete an application for employment (CT-HR-12) indicating Office Assistant as appropriate in the Examination Title block. Applications can be downloaded from www.das.state.ct.us/exam. Applications must be mailed postmarked or faxed by the closing date to:

**Human Resources
Department of Motor Vehicles
60 State Street, Room 235
Wethersfield, CT 06161
Fax: (860) 263-5576.**

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.